

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: May 21, 2002

PAYROLL LETTER # 02-017  
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief  
Personnel/Payroll Services DivisionRE: **PAYROLL WARRANT REGISTER REPORT**

In an ongoing effort to improve efficiency and reduce operating costs, the State Controller's Office (SCO) studied the feasibility of producing an on-line version of the Payroll Warrant Register, Form CD 38, to replace the paper/printed version.

In December 2001, the SCO deployed the on-line version of the Payroll Warrant Register for all civil service payroll offices. The report is made available through ViewDirect, an on-line report distribution system. Effective January 2003, the printed/hardcopy Warrant Register will no longer be sent to civil service payroll offices.

Given our requirement to improve efficiency and reduce operating costs, the SCO also plans to discontinue providing the printed/hardcopy Warrant Register to the campus payroll offices effective January 2003. Campuses can use the Campus Information Retrieval System (CIRS) as a means to obtain the Warrant Register payroll data.

Campuses can retrieve an on-line version of the Payroll Warrant Register produced from the master payroll cycles within the CIRS Compendium Report Common library. The reports are available the morning following the master payroll cycle and can be accessed under the following Compendium Report codes:

A04 - MASTER PAYROLL WARRANT REGISTER; and,  
B62 - MASTER PAYROLL WARRANT REGISTER, SSA ORDER WITHIN POSITION

Campuses can use the CIRS Payment History Extract process to check the daily payroll cycles. The following CIRS report requests (located in the CIRS Common library) can be used as is or customized specific to each campus need. The reporting period can cover one or more daily payroll cycles in the current business month.

PAYSUMRY - Payment History Summary  
DAILY - Identifies PIP, A54, Student and Regular Payments  
DAILYPAY - Identifies PIP, A54, Student and Regular Pay, page-break by Payment Type.  
HISTSCRN - Payment History formatted per the SCO's HIST screen.

If you have any concerns or questions regarding the above plan please address them to Lisa Callaghan at (916) 327-3923 or via email at lcallaghan@sco.ca.gov by June 30, 2002. A subsequent Payroll Letter will then be issued with further information on the plan.

If you have any questions regarding CIRS, please contact the CIRS Hotline at (916) 323-5694.

RZ:LMC/PMAB